

How to Create Contractor Advertisements

The DGS Procurement Division is the State of California's central purchasing agency. In that role, the Procurement Division offers avenues to broaden contractor participation. Attach your own advertisement to a State advertisement and increase your networking opportunities:

1. Go to our website at <http://www.dgs.ca.gov/pd>
2. Click on the **Contracts Register & SOS** button
3. On the right-hand side of the page, click on **New Users**
4. Click on **Non-Government User Online Registration System**.
5. Enter applicable items. Items marked with a red asterisk are mandatory.
6. Click on **Submit**.
7. After receiving your confirmation page you may want to print and file it in a secure place for future reference (in case you forget your password).
8. Click on the CSCR Home link to return to the **View By Category** and **View By Contract Number Or Agency** links.

To Create an Advertisement:

1. You must already have a user name and password (see above).
2. Find an advertisement you wish to attach a Contractor's Advertisement to as in # 8 above.
3. Click on **Attach Contractor Advertisement**, then proceed through the three step process (if there are already attachments, click on **Attach Contractor Ad** again).
4. When you have completed all three steps, click on the **Finished** button.
5. Review your advertisement confirmation. If it is OK, click on **Pay**.
6. Select your advertisement for payment, click **Continue** and read the Disclaimer. If you agree to its terms, click on **I Agree**.
7. Review your billing information, making corrections as necessary. Enter your credit card information & click **Submit**.